

Format and minor grammatical changes have been made to all pages included in this revision package. Revision bars are not inserted for format changes, non-substantial technical changes, and fully rewritten chapters. Revision bars appear on the right sides of all pages. Vertical (addition) bars indicate added and rewritten matter, and horizontal (deletion) bars indicate deleted matter.

NOTE: SAM is currently being reviewed and revised from the front to the back. We realize this will take a few years but with patience and fortitude it will happen. Therefore, you will see SAM Sections marked as “Reviewed” and the reviewed date in the “Revised” sections of SAM. Example: (Reviewed 9/04)

ITEM	SUMMARY
SUBJECT INDEX	<u>Subject Index Pages 5, 6, 11, & 12</u> replace due to pagination changes.
3500 -3700 Index	<u>Sections 3540-3543.5 Office of Procurement, Material Services Sections</u> The Publications and Stores function within Material Services, Procurement Division were closed effective March 5, 2004; therefore, these sections within SAM which reference Material Services, Publications and Stores need to be deleted. <u>3675 Typewriter Cleaner</u> this item is no longer available through the DGS Stores program, and has been discontinued. <u>3679 Review/Approval of Reproduction Equipment</u> this function is no longer required by Procurement Division; therefore, this section is being deleted.
Section 7930	<u>Calendar of Reports and Actions</u> Departments are no longer required to submit the Annual Late Payment Penalties Report on Refunds and Other Payments to the Legislature.
8000 Index	<u>Section 8033.4 Electronic Deposit Form</u> added to 8000 section.
Section 8001.1	<u>Opening an Account</u> revised the procedures and added the page heading.
Section 8001.5	<u>Closing an Account</u> revised procedures.
Section 8030	<u>Deposits Introduction</u> references new SAM Section 8033.4, Electronic Deposit Form.
Section 8033.1	<u>Ordering Report for Deposit Forms</u> references new SAM Section 8033.4, Electronic Deposit Form.
Section 8033.2	<u>Completing the Report of Deposit Form</u> references new SAM Section 8033.4, Electronic Deposit Form.
Section 8033.3	<u>Adjustments and Corrections</u> revised procedures and correct indenting.
Section 8033.4	<u>Electronic Deposit Form</u> provides procedures for new process to electronically submit deposit forms to the State Treasurer’s Office.
8400 Index	<u>Reporting Requirements</u> deleted, departments are no longer required to submit the Annual Late Payment Penalties Report on Refunds and Other Payments to the Legislature.
Section 8475.2	<u>Reporting Requirements</u> deleted, departments are no longer required to submit the Annual Late Payment Penalties Report on Refunds and Other Payments to the Legislature.
Section 8643	<u>Section 8643 Lost, Stolen, or Destroyed Property</u> has been revised to update cross-reference.

REVISION SEQUENCE INSTRUCTIONS

The SAM is undergoing a format transition. Therefore, page numbers are either at the center bottom or upper right corner of the page.

<u>Remove Page(s)</u>	<u>Consecutive No. of Sheets</u>	<u>Insert Page(s)</u>	<u>Consecutive No. of Sheets</u>
Subject Index	2	SAME	2
3500 Index	2	SAME	2
Pages 3535 (Cont. 2) through 3550 (Cont. 1)	2	SAME	2
Page 3675	1	SAME	1
Page 7922 (Cont. 1)	1	SAME	1
8000 Index	1	SAME	1
Page 8000	1	SAME	1
Page 8030	1	SAME	1
Page 8033.1 through 8033.2 Illustration	5	SAME	5
Page 8033.3 through 8034.1 (Cont. 1)	2	SAME	2
Page 8400 Index (Cont. 2)	1	SAME	1
Page 8475	1	SAME	1
Page 8643	1	SAME	1